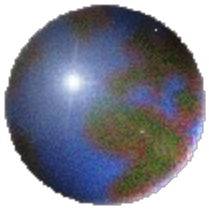


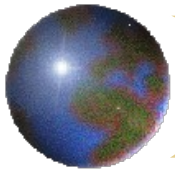
Ordering Officer Training

Topics

- Role of the FOO
- Your authority
- Standards of conduct
- Appointment
- Procedures
- Termination
- SF 44

Role of the FOO

- The role of the FOO is to procure authorized, urgently needed supplies and/or services from local sources during deployments because normal supply channels are either not available or not capable of providing them in a timely manner.



Authority

- What give us the authority to buy stuff?

Authority

- What give us the authority to buy stuff?
  - Constitution
  - Statutory law
  - Federal policy
  - Federal Acquisition Regulation (FAR)
  - DFARS
  - AFARS
  - Third Army Memo 715-1
  - Standards of Ethical Conduct

Authority

- Purchases up to the micro-purchase threshold
  - Construction ($2,000)
  - Shall not split requirements
- Supplies or non-personal services immediately available
- One delivery/one payment
- RM vs. FOO vs. Paying agent

Standards of Conduct

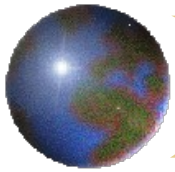
- Avoid doing or appearing to do anything improper
  - Accepting anything of value
  - Financial interest in the business
  - Seeking private employment
  - Adversely affecting the confidence of the public in the integrity of the procurement process

Appointment

- Requested by the commander
  - For a specific period of time
  - To buy specific items
- Appointed by the Chief of Contracting
  - Under technical supervision
  - Can only purchase items the appointing official can purchase

Procedures

- Must have a written requirement
- Must be authorized to purchase as identified in your appointment orders
- Must have funding
- Shall not delegate
- Determine a fair and reasonable price
- Obtain a receipt from the vendor
- Cash and carry only unless exception is approved



Procedures

- Purchase log (“check book”)
  - Order number
  - Date of purchase
  - Name of contractor
  - Amount
  - Balance
- Be careful using Excel spreadsheet

SF 44 distribution

- White – Finance
- Blue – Vendor
- Pink – Contracting
- Green – Stays in book

Procedures

- Interim clearances monthly
  - Request document
  - SF 44 for the purchase
  - Vendor’s receipt
- Receive a clearance memorandum

Authorized purchases

- Identified in your letter of appointment/ special instructions

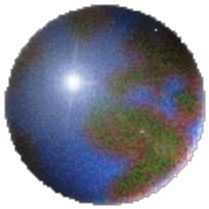
Unauthorized purchases

- Personal services or personal demand items
- Water or ice (except for emergencies)
- Vehicle repairs or parts (except for emergencies)
- Beds and bedding
- Electronic MWR equipment or services (tours)
- Tentage, tarps, shelters (MTO&E equipment)
- Electronic equipment
- Microwaves, refrigerators, food preparation items
- Gifts, mementos, awards, plaques, pictures and/or picture frames, certificates, unit T-shirts, caps, etc
- Motorized vehicles for personal use
- Printing or reproduction services

There can be exceptions!
Not sure? ASK

Termination

- Good
  - Change of unit/duty
  - Redeployment
  - Appointment expires
- Bad
  - Failure to properly perform FOO operations
    - Can lead to UCMJ action and/or paying for the purchase
  - Misconduct



SF 44 Orientation